



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Orlando Division

VACANCY ANNOUNCEMENT

~~~~~ TEMPORARY PROPERTY & PROCUREMENT TECHNICIAN

CL 24- \$29,288 - \$47,658 *

Announcement No. 04-26 (this ad replaces Vacancy Announcement 04-22)

Closes: October 8, 2004

Available: Immediately

Representative Duties

Checks deliveries and invoices against purchase orders for type, quantity, and condition. Processes invoices from supplier and prepares payment vouchers. Provides expenditure information regularly to supervisor for budget control purposes. Maintains purchasing files, records and reports, including inventory control records. Maintains GSA and other supplier catalogs for review by unit personnel. Responsible for opening and disbursing of mail. This is a temporary position for a minimum of three months. The position may become permanent depending on the budget.

Minimum Qualification Requirements

Requires high school diploma and a minimum of two (2) years of progressively responsible experience in accounts receivable for large organizations; strong office and organizational skills; solid data entry and computer skills; typing of 45 wpm; excellent verbal/written communication skills; and the ability to lift approximately 35 pound boxes. Experience in federal government purchasing preferred.

Information for Applicants

Send cover letter and resume with salary history to Human Resources Manager, U.S. District Court, Attention: 04-26, 80 N. Hughey Avenue, Suite 300, Orlando, Florida 32801 by October 8, 2004

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

* Starting salary commensurate with work experience, prior pay history, and previous government service